



City of South Bend

Vacancy Announcement

Post Date: Thursday, April 9, 2015

Closing Date: Until Filled

SEASONAL GENERAL LABOR – ENVIRONMENTAL SERVICES

Category: Seasonal

Department: Public Works/Environmental Services

Reports To: Manager of Maintenance - Wastewater

Schedule: Monday-Friday, 7 AM-3:30 PM for a maximum of six months. Hours may vary based on departmental need.

Pay Rate: \$11.00/hr.

Position: SUMMARY

Performs a variety of manual labor tasks. Provides general maintenance of the buildings and grounds at the Wastewater Treatment plant, lift stations and related work as assigned. Under direct supervision and indirect supervision.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Clean buildings, tunnels, tanks at the plant.
- Must be able to walk behind mower.
- Clean various City vehicles.
- Operates various types of equipment associated with building and grounds maintenance.
- Minor building/management system repairs.
- Aids and assists in Parts Room
- Grounds maintenance.
- Assume additional duties and responsibilities as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- At least a junior High School student.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to perform physical labor, work in high places, and climb and work from a ladder.

- Ability to make sound judgments independently.
- Must interact with co-workers and the public with tact and diplomacy.
- Ability to manage time without close supervision.
- Ability to follow directions and the ability to operate related equipment and tools.
- Ability to operate various types of equipment such as floor scrubbers, floor sweepers, lawn mowers, lawn tractors, weed eaters, and hedge trimmers.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have current valid state-issued operator's license.

EQUIPMENT

Floor scrubbers, floor sweepers, lawn mowers, lawn tractors, weed eaters, and hedge trimmers.

PHYSICAL DEMANDS

Ability to use hand tools, shovel, etc. Ability to lift up to 40 pounds.

WORK ENVIRONMENT

Most if not all work to be performed occurs outdoors. Must be able to work in extremely adverse weather conditions and/or environment. Exposure to oil, greases, solvents, and other chemicals that may be hazardous.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required